

**Report Date:** 29 Mar 2015

**Summary Report for Individual Task**  
**805K-79R-7601**  
**Conduct a Recruiting Center After Action Review (AAR)**  
**Status: Approved**

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**Distribution Restriction:** Approved for public release; distribution is unlimited.

**Destruction Notice:** None

**Foreign Disclosure: FD5** - This product/publication has been reviewed by the product developers in coordination with the Fort Knox KY foreign disclosure authority. This product is releasable to students from all requesting foreign countries without restrictions.

**Condition:** You have just completed an event and/or have a weekly meeting with your Center Commander and Recruiters to identify what went right, what went wrong, and what could be improved for the previous week. You have access to Recruiter Zone (RMZ), Leader Zone (LZ) reports, applicable regulations, the commander's intent, and the center recruiting operations plan. All required references can be accessed at the following link: <https://sites.google.com/a/goarmy.com/publications-library/home> This task should not be trained in MOPP 4.

**Standard:** Conduct a professional discussion of an event/mission IAW the Leader's Guide to After-Action Reviews; evaluate and compare Soldier, leader, and unit performance against established standards; enable Soldiers to identify, for themselves, how to correct deficiencies and sustain strengths.

**Special Condition:** None

**Safety Risk:** Low

**MOPP 4:** Never

Task Statements
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**Cue:** None

**DANGER**

None

**WARNING**

None

**CAUTION**

None

**Remarks:** None

**Notes:** All required references can be accessed at the following link: <https://sites.google.com/a/goarmy.com/publications-library/home>

## Performance Steps

### 1. Prepare to conduct an AAR.

Note: Each station should have a predetermined time and place established for the AAR.

a. Review the Center Recruiting Operational Plan (ROP) and compare with prospecting activities and events for the previous week.

b. Analyze projected versus attained Return on Investment (ROI) for the week's prospecting operations.

c. Analyze Processing goals and outcomes.

### 2. Conduct an AAR.

a. Discuss previous prospecting operations goals and accomplishments for the week.

(1) Discuss and record what should be sustained.

(2) Discuss and record what should be improved.

(3) Discuss and record any recommendations.

b. Discuss processing goals and achievements for the week.

(1) Discuss and record what should be sustained.

(2) Discuss and record what should be improved.

(3) Discuss and record any recommendations.

c. Discuss and record tactics, techniques and procedures (TTP) and training needs.

d. Discuss current mission and ROP for the upcoming week.

(1) Make any necessary adjustments to the following week's plan.

(2) Identify resources required.

e. Summarize and conclude AAR.

### 3. Update the Center ROP and synchronization matrix.

a. Provide direction to the Center Leader for prospecting activities for the following week.

b. Annotate ROI if applicable: interest level, number of leads attained, number of appointments scheduled and if the event/activity should be repeated.

(Asterisks indicates a leader performance step.)

**Evaluation Guidance:** Score the Soldier GO if all performance measures are passed (P). Score the Soldier NO GO if any performance measure is failed (F). If the Soldier scores NO GO, show the Soldier what was done wrong and how to do it correctly.

**Evaluation Preparation:** This task may be evaluated by using the evaluation guide and/or administering the performance test Evaluation Guide. If the task is performed on the job, use the materials listed in the CONDITIONS statement above. This task can be evaluated by using the evaluation guide.

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Prepared to conduct an AAR.			
a. Reviewed the Center ROP and compare with prospecting activities and events for the previous week.			
b. Analyzed projected versus attained ROI for the week's prospecting operations.			
c. Analyzed Processing goals and outcomes.			
2. Conducted an AAR.			
a. Discussed previous prospecting operations goals and accomplishments for the week.			
(1) Discussed and recorded what should be sustained.			
(2) Discussed and recorded what should be improved.			
(3) Discussed and recorded any recommendations.			
b. Discussed processing goals and achievements for the week.			
(1) Discussed and recorded what should be sustained.			
(2) Discussed and recorded what should be improved.			
(3) Discussed and recorded any recommendations.			
c. Discussed tactics, techniques and procedures (TTP) and training needs.			
d. Discussed current mission and ROP for the upcoming week.			
(1) Made any necessary adjustments to the following week's plan.			
(2) Identified resources required.			
e. Summarized and conclude AAR.			
3. Updated the Center ROP and synchronization matrix.			
a. Provided direction to the Center Leader for prospecting activities for the following week.			
b. Annotated ROI if applicable: interest level, number of leads attained, number of appointments scheduled and if the event should be repeated.			

**Supporting Reference(s):**

Step Number	Reference ID	Reference Name	Required	Primary
	LG to AAR	A Leader's Guide to After Action Reviews (AAR)	Yes	Yes
	USAREC MANUAL 3-0	Recruiting Operations	Yes	No
	USAREC Manual 3	Recruiting	Yes	No
	USAREC Manual 3-30	Recruiting Company Operations V1	Yes	No

**Environment:** Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT. Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects.

**Safety:** In a training environment, leaders must perform a risk assessment in accordance with ATP 5-19, Risk Management. Leaders will complete the current Deliberate Risk Assessment Worksheet in accordance with the TRADOC Safety Officer during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed

during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination. "Everyone is responsible for safety. A thorough risk assessment must be completed prior to every mission or operation."

**Prerequisite Individual Tasks :** None

**Supporting Individual Tasks :** None

**Supported Individual Tasks :** None

**Supported Collective Tasks :** None